Packaging Contents

The following items are included in your package. If you find anything missing, contact your system administrator.

- Media IP Phone
- Handset
- Quick Start Guide
- Power Adapter (Optional)
- Stand
- Handset Cord
- Ethernet Cable (2m CAT5E FTP Cable)
- Wall Mount Bracket (Optional)

Note: We recommend that you use the accessories provided or approved by Yealink. The use of unapproved third-party accessories may result in reduced performance.

Assembling the Phone

1. Attach the stand, as shown below:

   [Diagram showing the attachment process]

   Desk Mount Method

Note: You can also mount the phone to a wall. For more information on how to attach the wall mount bracket, refer to Yealink Wall Mount Quick Installation Guide for Yealink IP Phones.

2. Connect the handset and optional headset, as shown below:

   [Diagram showing the connection process]

Note: The headset should be purchased separately.
3. Connect the USB flash drive, as shown below:

Note: The USB port can also be used to connect the Wi-Fi USB dongle WF40/WF50, color-screen expansion module EXP50 or USB headset. The Wi-Fi USB dongle WF40/WF50 or color-screen expansion module EXP50 should be purchased separately. For more information on how to use the WF40, WF50 or EXP50, refer to Yealink Wi-Fi USB Dongle WF40 User Guide, Yealink Wi-Fi USB Dongle WF50 User Guide or Yealink EXP50 User Guide. For more information on how to use USB headset, refer to the documentation from the manufacturer.

4. Connect the network and power, as shown below:

You have two options for network and power connections. Your system administrator will advise you which one to use.

Note: The IP phone should be used with Yealink original power adapter (5V/2A) only. The use of the third-party power adapter may cause the damage to the phone. If you are connecting a PC to your phone, we recommend that you use the Ethernet cable provided by Yealink. If inline power (PoE) is provided, you don’t need to connect the power adapter. Make sure the hub/switch is PoE-compliant.

Startup

After the IP phone is connected to the network and supplied with power, it automatically begins the initialization process. After startup, the phone is ready for use. You can configure the phone via phone user interface or web user interface.
Configuring Your Phone

Configuring via web user interface

Accessing the web user interface:

1. Press the OK key when the phone is idle to obtain the IP address of the phone.
2. Open a web browser on your computer, enter the IP address into the address bar (e.g., "http://192.168.0.10" or "192.168.0.10") and then press the Enter.
3. Enter the user name (default: admin) and password (default: admin) in the login page and click Confirm.

Network Settings: Click on Network->Basic->IPv4 Config
You can configure the network settings in the following ways:

DHCP: By default, the phone attempts to contact a DHCP server in your network to obtain its valid network settings, e.g., IP address, subnet mask, gateway address and DNS address.

Static IP Address: If your phone cannot contact a DHCP server for any reason, you need to configure the IP address, subnet mask, gateway address, primary DNS address and secondary DNS address for the phone manually.

Note: The IP phone also supports IPv6, but IPv6 is disabled by default. Wrong network settings may result in the inaccessibility of your phone and may have an impact on the network performance. Contact your system administrator for more information.

Account Settings: Click on Account->Register->Account X (X=1, 2, 3...15, 16)

Parameters of the account:

Register Status: It shows the register status of the current account.
Line Active: You can select Enabled/Disabled to enable/disable the account.
Label: It is shown on the LCD screen to identify the account.
Display Name: It is shown as caller ID when placing a call.
User Name: It is provided by ITSP for registration (required).
Register Name: It is an authenticated ID for authentication provided by ITSP (required).
Password: It is provided by ITSP for registration (required).
Server Host: It is provided by ITSP for registration (required).

Register status icons on the LCD screen:

📞 (Green) Registered 📞 (Yellow) Registering 🔴 (Gray) Register Failed

Note: Check with your system administrator if any error appears during the registration process or a specific configuration is required for your registration.

Configuring via phone user interface

Network Settings:

Press the Menu soft key when the phone is idle, select Advanced (default password: admin)->Network->WAN Port/VLAN/Web Server/802.1x/VPN/LLDP/CDP/NAT to configure the network.

Account Settings:

Press the Menu soft key when the phone is idle, select Advanced (default password: admin)->Accounts to configure the account.

Note: For more information on account parameters, refer to Configuring via web user interface above.
Basic Call Features

Placing a Call
Using the handset:
1. Pick up the handset.
2. Enter the number, and then press the Send soft key.

Using the speakerphone:
1. With the handset on-hook, press \[ \text{send} \].
2. Enter the number, and then press the Send soft key.

Using the headset:
1. With the headset connected, press \( \text{to activate the headset mode.} \)
2. Enter the number, and then press the Send soft key.

Note: During a call, you can alternate between the headset, hands-free speakerphone and handset modes by pressing the HEADSET key, the Speakerphone key or by picking up the handset. Headset mode requires a connected headset.

Answering a Call
Using the handset:
Pick up the handset.

Using the speakerphone:
Press \[ \text{.} \]

Using the headset:
Press \[ \text{.} \]

Note: You can reject an incoming call by pressing the Reject soft key.

Ending a Call
Using the handset:
Hang up the handset or press the End Call soft key.

Using the speakerphone:
Press \[ \text{or the End Call soft key.} \]

Using the headset:
Press the End Call soft key.

Redial
- Press \[ \text{to enter the Placed Calls list, press} \ \text{or \text{to select the desired entry, and then press} \ \text{or the Send soft key.} \]
- Press \[ \text{twice when the phone is idle to dial out the last dialed number.} \]

Call Mute and Un-mute
- Press \[ \text{to mute the microphone during a call.} \]
- Press \[ \text{again to un-mute the call.} \]

Call Hold and Resume
To place a call on hold:
Press \[ \text{or the Hold soft key during an active call.} \]

To resume the call, do one of the following:
- If there is only one call on hold, press \[ \text{or the Resume soft key.} \]
• If there is more than one call on hold, press ◄ or ► to select the desired call, and then press ◄ or the Resume soft key.

Call Transfer
You can transfer a call in the following ways:

Blind Transfer
1. Press ◄ or the Transfer soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to.
3. Press ◄ or the B Transfer soft key.

Semi-Attended Transfer
1. Press ◄ or the Transfer soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press the Send soft key.
3. Press ◄ or the Transfer soft key when you hear the ring-back tone.

Attended Transfer
1. Press ◄ or the Transfer soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press the Send soft key.
3. Press ◄ or the Transfer soft key when the second party answers.

Call Forward
To enable call forward:
1. Press the Menu soft key when the phone is idle, and then select Features- > Call Forward.
2. Select the desired forward type:
   Always Forward----Incoming calls are forwarded unconditionally.
   Busy Forward----Incoming calls are forwarded when the phone is busy.
   No Answer Forward----Incoming calls are forwarded if not answered after a period of time.
3. Enter the number you want to forward to. For No Answer Forward, press ◄ or ► to select the desired ring time to wait before forwarding from the After Ring Time field.
4. Press the Save soft key to accept the change.

Call Conference
1. Press the Conference soft key during an active call. The call is placed on hold.
2. Enter the number of the second party, and then press the Send soft key.
3. Press the Conference soft key again when the second party answers. All parties are now joined in the conference.
4. Press the End Call soft key to disconnect all parties.

Note: You can split the conference call into two individual calls by pressing the Split soft key.

Speed Dial
To configure a speed dial key:
1. Press the Menu soft key when the phone is idle, and then select Features- > DSS Keys.
2. Select the desired DSS key, and then press the Enter soft key.
3. Select SpeedDial from the Type field, select the desired line from the Account ID field, enter a label in the Label field and then enter the number in the Value field.
4. Press the Save soft key to accept the change.

To use the speed dial key:
Press the speed dial key to dial out the preset number.
**Voice Message**
Message waiting indicator on the idle screen indicates that one or more voice messages are waiting at the message center. The power indicator LED slowly flashes red.

**To listen to voice messages:**
1. Press 📞 or the Connect soft key.
2. Follow the voice prompts to listen to your voice messages.

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**Customizing Your Phone**

**Call History**
1. Press the History soft key when the phone is idle, press ▲ or ▼ to scroll through the list.
2. Select an entry from the list, you can do the following:
   - Press the Send soft key to call the entry.
   - Press the Delete soft key to delete the entry from the list.

If you press the Option soft key, you can also do the following:
- Select Detail to view detailed information about the entry.
- Select Add to Contact to add the entry to the local directory.
- Select Add to Blacklist to add the entry to the blacklist.
- Select Delete All to delete all entries from the list.

**Contact Directory**

**To add a contact:**
1. Press the Directory soft key when the phone is idle, and then select All Contacts.
2. Press the Add soft key to add a contact.
3. Enter a unique contact name in the Name field and contact numbers in the corresponding fields.
4. Press the Save soft key to accept the change.

**To edit a contact:**
1. Press the Directory soft key when the phone is idle, and then select All Contacts.
2. Press ▲ or ▼ to select the desired contact, press the Option soft key and then select Detail from the prompt list.
3. Edit the contact information.
4. Press the Save soft key to accept the change.

**To delete a contact:**
1. Press the Directory soft key when the phone is idle, and then select All Contacts.
2. Press ▲ or ▼ to select the desired contact, press the Option soft key and then select Delete from the prompt list.
3. Press the OK soft key when the LCD screen prompts “Delete selected item?”.

**Note:** You can add contacts from call history easily. For more information, refer to Call History above.

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**Volume Adjustment**
- Press 🔊 during a call to adjust the receiver volume of the handset/speakerphone/headset.
- Press 🔊 when the phone is idle or ringing to adjust the ringer volume.
- Press 🎧 to adjust the media volume in the corresponding screen.

**Ring Tones**
1. Press the Menu soft key when the phone is idle, and then select Basic->Sound->Ring Tones.
2. Press ▲ or ▼ to select Common or the desired account and then press the Enter soft key.
3. Press ▲ or ▼ to select the desired ring tone.
4. Press the Save soft key to accept the change.
About Yealink

Yealink is a global leading provider of enterprise communication and collaboration solutions, offering video conferencing service to worldwide enterprises. Focusing on research and development, Yealink also insists on innovation and creation. With the outstanding technical patents of cloud computing, audio, video and image processing technology, Yealink has built up a panoramic collaboration solution of audio and video conferencing by merging its cloud services with a series of endpoints products. As one of the best providers in more than 140 countries and regions including the US, the UK and Australia, Yealink ranks No.1 in the global market share of SIP phones shipments.

Technical Support

Visit Yealink WIKI (http://support.yealink.com/) for the latest firmware, guides, FAQ, Product documents, and more. For better service, we sincerely recommend you to use Yealink Ticketing system (https://ticket.yealink.com) to submit all our technical issues.